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DEPARTMENT OF AGRICULTURE

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August 7, 1944

Market News and Grading Division Memorandum LSM-NX-108

To: All Field Offices, Livestock, Meats and Wool Market News

From: Fred J. Beard, Chief, Market News and Grading Division *F.J.B.*

Subject: Transfer of Teletype Operators to Market News and Grading Division

General Administrative Instruction No. 3000, a copy of which it is assumed was sent to each field office of this Division, advises that the fiscal and personnel management of all teletype operators located at the Market News offices of this Division, excepting Boston, New York, Philadelphia and San Francisco, are now responsible to the "officer in charge" at the respective field offices.

It has been demonstrated in offices where our own clerical staff has handled the teletype operations, that the teletype machine does not require the full attention of one employee merely to attend its operation. Employees regularly assigned to operate the teletype machine can and should be given other clerical duties to perform in order to provide for efficient handling of the Market News service. These duties may include the posting of reports on bulletin boards, answering telephones, reading reports, cutting stencils, and other miscellaneous clerk-typist duties that regularly fall within the grade status of the employee.

Under the present system, it is the responsibility of the "officer in charge" of each field office provided with leased wire facilities, to see that the teletype machine is in service at all regular hours. In order to meet this responsibility, offices having two or more clerical employees should endeavor to have at least two clerks fully trained and equally familiar and efficient in the procedure and handling of leased wire facilities. This is essential in order to provide for uninterrupted transmission of reports and messages during the periods of annual leave or emergency absence by the employee ordinarily assigned to teletype operation.

It is our understanding that free instructions in the operation of teletype machines may be obtained upon application to the main offices of the telephone company in your respective cities. In the interest of efficient operation, clerical employees should be encouraged to take advantage of these instructions. Many of our field offices will find it convenient to train additional clerks by permitting them to practice on the machine in the Market News office after the leased wire is closed.

